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Ontario Department of Education

REGULATIONS AND COURSES

FOR THE

SUMMER MODEL SCHOOLS

AT BRACEBRIDGE, GORE BAY, MADOC, OTTAWA, PORT ARTHUR, SHARBOT LAKE, AND STURGEON FALLS

Session 1916

PRINTED BY ORDER OF
THE LEGISLATIVE ASSEMBLY OF ONTARIO

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Ministry of Education, Ontario
Historical Collection

ONTARIO SUMMER MODEL SCHOOLS, 1916

LOCATION AND PURPOSE

1. (1) The Summer Model Schools will be held at Bracebridge, Gore Bay, Madoc, Ottawa, Port Arthur, Sharbot Lake, and Sturgeon Falls, if a sufficient number apply for admission.

(2) The purpose of these Schools is to prepare teachers for District and Third Class certificates valid as provided for in Circular 30½; the Schools at Ottawa and Sturgeon Falls, for certificates valid in English-French Schools; and those of Bracebridge, Gore Bay, Madoc, Port Arthur, and Sharbot Lake for certificates valid in the English Schools of the poorer parts of the Districts and Counties, designated by the Minister. A list of the schools concerned may be obtained from the Principals of the Summer Model Schools or on application to the Deputy Minister.

SESSION

2. (1) The session of the Summer Model Schools will begin on the third day of July, 1916, at 1.30 p.m., and will end on the 4th day of August, 1916, and will be followed immediately by the final examinations, which will end not later than the eleventh day of August.

(2) The daily session shall be one of four and a half hours, exclusive of recesses. Saturday shall be a half holiday.

COURSES OF STUDY

Professional

3. (*a*) There are two professional courses at each Summer Model School, the First for new teachers-in-training who are qualified as prescribed in Regulation 5 (5) below; and the Second for those who are qualified as prescribed in Regulation 5 (7) below.

(*b*) Teachers-in-training who have already taken the First Professional Course and passed the final examination may upon the recommendation of the Principal and with the approval of the Minister be readmitted to this course.

Academic

4. In order to assist those who are actually engaged in teaching to prepare themselves for admission to the Second Professional Course of the Summer Model Schools, an Academic Summer Course will be provided concurrently with the Professional Courses, at one or more of the Summer Model Schools, if a sufficient number apply for admission.

CONDITIONS OF ADMISSION

General

5. (1) **Application for admission to any of the courses provided for in this Syllabus shall be made to the Deputy Minister not later than June 19th on a form to be supplied by him.**

(2) The applicant shall submit with his application to the Deputy Minister, on official forms supplied by him, the following certificates:—

(*a*) A certificate from competent authority that he is a British subject, and either a certificate from the Deputy Registrar-General of Births, Parliament Buildings, Toronto, or an affidavit by one of the parents or other relative or other person cognizant of the fact that the applicant will be at least seventeen years of age on or before September 1st, 1916.

(*b*) A certificate from a clergyman or other competent authority that he is of good moral character.

(*c*) A certificate from a physician that he is physically fit for the work of a teacher, and, especially, that he is free from serious pulmonary affection and from seriously defective eyesight or hearing.

(3) Applicants who do not hold Model School Entrance or higher academic certificates, shall submit with their applications in addition to the above a recommendation for admission from the Inspector under whom they last taught or are now teaching.

(4) If a candidate's application is approved, he shall attend the School to which he is assigned by the Minister. He will receive a card of admission from the Deputy Minister, and without such card he shall not be admitted.

First Professional Course

(5) For admission to the First Professional Course the applicant shall submit with his application one of the following in addition:—

(*a*) A Temporary certificate issued by the Department of Education.

(*b*) A certificate for Entrance into the Model Schools, or a certificate at least the equivalent thereof.

Academic Course

(6) For admission to the Academic Course the applicant shall submit with his application in addition, evidence of having completed satisfactorily the First Professional Course of a Summer Model School.

Second Professional Course

(7) For admission to the Second Professional Course, the applicant shall submit with his application one of the following in addition:—

(*a*) An expired Third Class certificate, or a District certificate obtained prior to 1908 after attendance at a Model School.

(*b*) A certificate for Entrance into the Model Schools, or a certificate at least the equivalent thereof, together with, in the case of either certificate, evidence of having completed satisfactorily the First Professional course of a Summer Model School.

Special Provision for English-French Schools

(8) (*a*) For admission to either of the English-French Summer Model Schools a Brevet d'Ecole Modèle or a Brevet d'Ecole Académique will be accepted in lieu of a certificate for Entrance into the Model Schools.

(*b*) (i) Unless the candidate has already passed the examination for entrance into the English-French Model Schools, he shall also pass, before admission, an oral examination in English and French Reading and Conversation; and—

(ii) Unless the candidate has already passed the examination for Entrance into the English-French Model Schools he shall also pass a written examination in English and French Grammar, Composition, and Spelling.

(*c*) The examinations prescribed in (*b*) above shall be held on July 4th, by the staff of the School.

ALLOWANCE FOR BOARD AND TRAVELLING

6. (1) (*a*) The Department of Education will pay $3.00 a week, for a period not exceeding six weeks, of the cost of board and lodging of all teachers-in-training who have been in attendance at a Summer Model School, whose ordinary place of residence is in Ontario and more than three miles from the School, and who, before admission, undertake, if successful, to teach as provided in Regulation 1 (2) above, for at least the academic year, beginning September 1, 1916, and ending June 29, 1917.

(*b*) The Department will also refund the cost to them of one single fare and one-third by Rail or Boat, to the Summer School from the Railway Station or Wharf nearest their last school or their home, according to the point of departure. The foregoing allowance will be paid on the report of the Principal after the close of the session.

(2) Students shall obtain, whenever possible, tourist return tickets, and where tourist rates are not given, a ticket only for one way should be purchased. In every case a standard certificate shall be obtained by the student from the ticket agent, showing the point from which the ticket was purchased and the one-way rate from the point of departure in Ontario to the destination. This certificate shall be deposited with the Principal upon the student's arrival at the school and shall be forwarded by him forthwith to the Department. The certificates will be returned to the Principal for transmission to the students.

DUTIES OF PRINCIPAL

7. (1) Subject to the Regulations and to the approval of the Minister of Education, the Principal of each Summer Model School shall prescribe the duties of his staff and of the teachers-in-training, and shall be responsible to the Minister for the efficiency of the school.

(2) Subject to the approval of the Minister of Education, the Principal of each Summer Model School may admit to a lower course teachers-in-training who lack adequate preparation to prosecute the course to which they have been admitted.

DUTIES OF TEACHERS-IN-TRAINING

8. (1) Teachers-in-training shall attend regularly and punctually, and shall submit to such discipline as the Principal may impose.

(2) Teachers-in-training who are unduly defective in scholarship, whose physical condition unfits them for teaching, or whose conduct or progress is unsatisfactory, may, if he so decides, be dismissed by the Principal at any time during the course from further attendance.

(3) Teachers-in-training who absent themselves from attendance must present to the Principal satisfactory reasons for their absence, and failing in this shall not be re-admitted.

(4) Teachers-in-training who fail to attend regularly shall, unless for reasons satisfactory to the Minister, forfeit their claim to the allowances specified under section 6 (1) (*a*) and (*b*).

(5) Teachers-in-training shall board and lodge at such places as are approved by the Principal.

TEXT-BOOKS

For the First and Second Professional Courses

9. (1) For the First and Second Professional Courses, teachers-in-training shall have provided themselves with the following:—

The Text-books prescribed for the Public and Separate Schools.

The Story of the Earth and its Peoples..... $0.50
Thomas Nelson & Sons; The Copp, Clark Co., Ltd., Toronto.

The Story of the British People..... .35
Thomas Nelson & Sons, Toronto.

The Story of the Human Body..... .35
Thomas Nelson & Sons, Toronto.

The Ontario Writing Course..... .05
E. H. Harcourt Co., Toronto.

Prang; Text Books of Art Education.....2nd, 25c., 7th, 55c.

Syllabus of Physical Exercises for the Public Schools..... .25
The Copp, Clark Co., Ltd., Toronto.

Manners..... .25
McClelland, Goodchild and Stewart, Toronto.

Ontario Normal School Manuals:

Science of Education..... .32
William Briggs.

School Organization and Management..... .30
William Briggs.

NOTE.—When purchased directly from the publisher a discount of 20% is allowed; the books listed above may, however, usually be obtained from a local bookseller.

(2) A supply of the following will be provided for each Summer School:

The Regulations and Courses of Study of the Public and Separate Schools.
The Ontario Public Health Act and Regulations.
The Public School Manuals.

For the Academic Course

(3) For the Academic Course teachers-in-training shall provide themselves with the authorized High School text-books necessary for preparation for Entrance into the Model Schools.

ORGANIZATION OF THE COURSES

Professional Courses

10. (1) In the First Professional Course the academic side should be emphasized.

(2) In both the First and Second Professional Courses the following subjects are regarded as of prime importance:

Science of Education; School Organization and Management; Special Methodology in Oral and Written Composition, Spelling, Literature, Grammar, History, Geography, Arithmetic, Writing, and Reading.

(3) The provision in the time-table for the foregoing shall be as follows, subject to modification in accordance with the conditions in each school, and, as far as practicable, the details under each head of the courses given on pp. 13-27 will be taken up in class, it being assumed that the teacher-in-training has made reasonable preparation for the work before entering:—

FIRST PROFESSIONAL COURSE

The Science of Education	10 hours.
School Organization and Management	10 "
Oral and Written Composition	10 "
Spelling	4 "
Literature	10 "
Grammar	8 "
History	6 "
Geography	8 "
Arithmetic	14 "
Writing	4 "
Reading	12 "

SECOND PROFESSIONAL COURSE

The Science of Education	12 hours.
School Organization and Management	10 "
Oral and Written Composition	8 "
Spelling	2 "
Literature	8 "
Grammar	8 "
History	10 "
Geography	10 "
Arithmetic	10 "
Writing	2 "
Reading	8 "

(4) As much class-instruction and direction shall be given in each of the following subjects as time will permit, but the responsibility for carrying on the course in each, with the aid of the text-book, shall devolve on the teacher-in-training:

Hygiene, Nature Study, Art, Physical Culture, Music, Manners, and School Law and Regulations.

Academic Course

11. The Academic Course shall be that prescribed for the examination for Entrance into the Model Schools or such parts of the course for such examination as the Principal may select, subject to the approval of the Minister. The extent of the course in each subject at the Summer School is at the discretion of the Principal.

NOTE TO SECTIONS 10 AND 11.—Probably, in most of the subjects of both the Professional and the Academic Course, half-hour lessons will be sufficient. Provision should be made for class and home exercises, including lesson plans.

EXAMINATIONS

For Model Entrance Certificates

12. (1) (*a*) At the close of the Academic Course provided for in Regulation 11, an examination for Entrance into the Model Schools will be held on papers prepared by the Department, as provided for in the following sections of the Regulations pertaining to Departmental examinations:

(*b*) Candidates who have attended a Summer Model School and who have been actually engaged in teaching in a Provincial School during the school year immediately preceding, may take the Model School Entrance examination in two parts as follows, one or both at a time at the June or at the August examination:

PART A: Reading, Writing, Spelling, English Grammar, Geography, British and Canadian History, and Arithmetic.

PART B: Algebra and Geometry, English Literature, English Composition, Art, and Elementary Science.

Special Provision for English-French Schools

(2) (*a*) At the close of the Academic Course provided for in Regulation 11, an examination for Entrance into the English-French Model Schools will be held upon the course prescribed in Form V in British History, Geometry, Physical Geography, and Chemistry (see Public and Separate School Regulations) on papers prepared by the staff; and by the Department in the subjects specified below on the courses prescribed for the Junior Public School Diploma examination, with, in addition, papers in French Grammar and French Composition.

(*b*) This examination may also be taken in two parts under the same conditions as are specified in (1) (*b*) above, except that in that case the parts of the examination shall be taken as specified below.

PART A: Reading, Writing, Spelling, English Grammar, Geography, Canadian History, and Arithmetic.

PART B: Algebra, English Literature, English Composition, Art, and Elementary Science.

NOTE.—French Grammar and Composition may be taken with the subjects of Part A or Part B as the candidate may elect, but the British History, Geometry, and Physical Geography, and Chemistry shall be taken with Part B.

(3) Any candidate may carry over a subject from Part A to Part B or from Part B to Part A, provided that—

(*a*) He has made on that subject not less than 25 per cent. of the marks assigned thereto, and that—

(*b*) His standing on the Part first taken, omitting that subject, and his standing on the Part subsequently taken, including the former subject, are each of the standard prescribed.

For District Certificates

13. (1) (*a*) The final standing of the teacher-in-training in the First Professional Course shall be determined on the combined results of his Sessional Records and a Final Examination to be held immediately after the close of the session upon papers prepared by the staffs. The answer papers shall be read by the staffs, and the results settled by the Department.

(*b*) The Sessional Records shall consist of the class tests and home exercises in each subject.

(*c*) The Final Examination papers shall be based upon the courses as laid down in this syllabus.

(*d*) The examinations in Groups II and III, below, shall include a thorough test of the academic qualifications of the teacher-in-training.

(*e*) At the Examinations in the subjects of Groups I and II, enumerated below, there shall be one paper in each subject, and the maximum marks for each subject shall be 100, distributed as follows: 30 for the Sessional Records and 70 for the Final written examination.

Group I.—Science of Education, School Organization and Management.

Group II.—Oral and Written Composition, Grammar, Literature, Geography, Arithmetic, Reading.

(*f*) At the examination in the subjects of Group III, enumerated below, there shall be one paper in each subject and the marks for each subject shall be 50, distributed, except in the case of Manners, as follows: 20 for the Sessional Records and 30 for the final written examination. In the case of Manners a maximum of 25 may be assigned on the report of the staff as to the general deportment of the teacher-in-training and 25 for the final written examination.

Group III.—Writing, History, Spelling, Hygiene, Nature Study, Art, Physical Culture, Music, Manners, School Law and Regulations.

(2) To the teacher-in-training who obtains 40 per cent. of the marks assigned to each subject and 60 per cent. of the marks assigned to each of Groups I, II, and III, a District certificate will be awarded valid for one year as defined in 1 (2) above.

For Limited or for English-French Third Class Certificates

(3) (*a*) The final standing of the teacher-in-training in the Second Professional Course shall be determined on the combined results of his Sessional Records, and a Final Examination, based upon the courses as laid down in this syllabus, to be held immediately after the close of the session.

(*b*) The Sessional Records shall consist of the class tests and home exercises in each subject.

(*c*) The Final Examination papers in Groups I and II shall be prepared by the Department and in Group III by the staff of each school. The answer papers shall be read by the staffs and the results settled at the Department.

(*d*) The Examinations in Groups II and III, below, shall include a thorough test of the academic qualifications of the teacher-in-training, and shall assume a thorough familiarity with the courses for all the grades of the Public and Separate Schools.

(*e*) At the Examinations in the subjects of Groups I and II, enumerated below, there shall be one paper in each subject, and the maximum marks for each subject shall be 100, distributed as follows: 30 for the Sessional Records and 70 for the Final written examinations.

Group I.—Science of Education, School Organization and Management.

Group II.—Oral and Written Composition, Grammar, Literature, Geography, History, Arithmetic.

(*f*) At the Examination in the subjects of Group III, enumerated below, there shall be one paper in each subject, and the marks for each subject, except Manners, shall be 100, distributed as follows: 30 for the Sessional Records and 70 for the Final written examination. In the case of Manners the maximum marks shall be 50, distributed as follows: 25 for general deportment on the report of the staff, and 25 for the final written examination.

Group III.—Writing, Reading, Spelling, Hygiene, Nature Study, Art, Physical Culture, Music, Manners, School Law and Regulations.

(4) To the teacher-in-training admitted under Regulation 5 (7) (*a*) or (*b*) who obtains 40 per cent. of the marks assigned to each subject and 60 per cent. of the marks assigned to each of Groups I, II, and III, a Limited or an English-French Third Class certificate, as the case may be, will be awarded, valid for five years, as defined in 1 (2) above.

For Renewal of Certificates

14. (1) Holders of Professional Third Class certificates, and of District certificates obtained prior to 1908 after attendance at a Model School, who are actually and regularly engaged in teaching, and who pass in Groups I, II, and III of the final examinations of an English-French Model School or of an Autumn Model School or of the Second Professional Course of a Summer Model School, may, on the recommendation of the Inspector under whom they last taught, be granted English-French or Limited Third Class certificates, as the case may be, valid as provided in 1 (2) for five years from the date of issue. For such candidates, each subject in Groups I, II, and III shall be valued at 100 marks, and the pass standard shall be 40 per cent. of the marks for each subject and 60 per cent. of the aggregate of the marks for each group.

(2) On the recommendation of an Inspector, the District certificates of candidates in the Academic course who pass one or both Parts of the Model School Entrance Examination and of other candidates whose academic standing is satisfactory will be renewed for the next School year for one of the schools referred to in Regulation 1 (2) above.

VALIDITY OF CERTIFICATES

15. (1) With the approval of the Inspector, trustees of schools specified in Exam. Cir. No. 142 may re-engage without advertisement their present teachers who undertake to attend the approaching session of a Summer Model School.

(2) The following Sections, quoted from Circular 30½ set forth the validity of the certificates granted after a course at a Summer Model School:

Certificates Valid Without Endorsement:

1. (3) An English-French Third Class certificate is valid in any English-French School.

(4) A Limited Third Class certificate is valid, in such schools of the poorer parts of the Districts and the Counties as may be designated by the Minister for one or more years on the recommendation of the Local Inspector.

Certificates Valid on Endorsement:

2. (1) On the application of a School Board, after due advertisement, and on the recommendation of the Local Inspector, and subject to the provisions of Regulations 4 and 5 of Circular 30½, the Minister may, by endorsement, validate certificates as follows:

(b) For any school in the Districts other than the schools specified in Regulation 1 (4) above, a Limited Third Class certificate obtained at a Summer Model School.

(c) For any English-French school, an English-French District certificate.

(d) For any school in the Districts or the poorer parts of the Counties when the School Board is unable to secure a teacher qualified under Regulations 1 (4) and 2 (1) (b) above, a District certificate other than that specified in (c) above.

SYLLABUS OF COURSES

FIRST PROFESSIONAL COURSE

Science of Education

16. The object of the course in the Science of Education is to provide the teacher-in-training with such an elementary working knowledge of the nature of educational principles and of general methodology as is practicable at this stage, and as will improve natural tact and skill by determining procedure and forming ideals.

The course embraces the following topics:

Education: Nature of education; significance of experience; the learning process; the school curriculum.

General Method: Analysis of the learning process; the lesson problem; learning as a selecting activity; the need of preparation; learning as a relating activity; the application of knowledge; forms of presentation; lesson types; developing lesson types, the study lesson, the recitation lesson, the drill lesson, the review lesson, the art of questioning.

Educational Psychology: Attention; the feeling of interest; sense-perception; memory; apperception.

NOTE.—The foregoing course should be taken up in a simple manner by the teacher of the subject and completed early in the session, with directions as to the sections in the manual that are of most importance to the teacher-in-training at this stage.

School Organization and Management

17. The object of the course in School Organization and Management is to provide the teacher-in-training with an elementary knowledge of the art of school management and the organization of rural one-teacher schools.

The course embraces the following topics:

The Scope: Aims and importance of school organization and the ends of good management.

The Child: Importance of the child; the care of the child.

The Teacher: Qualifications of a good teacher; his relations with the Inspector, trustees, parents, pupils; interest in the general welfare of the section; daily preparation of work; care of health.

School Problems: School organization and its difficulties; promotions; school examinations; school records; the first day in school.

The Daily Programme: The construction of typical time-tables for rural schools; seat work; individual black-board work; reviews.

Discipline: Its meaning and aims; the forces that make for good discipline; value of games; physical exercise; punishments; incentives.

NOTE.—The foregoing course should be taken up in a simple manner by the teacher of the subject and completed early in the session, with directions as to the sections in the manual that are of most importance to the teacher-in-training at this stage.

School Law and Regulations: The Ontario School Law and Regulations in so far as they deal with the duties and obligations of teachers and pupils.

NOTE.—The following should be emphasized:—

The importance of signing the name correctly and the Christian name in full and of specifying, in the case of females, whether Miss or Mrs.

The necessity of making all agreements clear and conclusive. They should be contracts as provided by the statute. To substitute for the contract an agreement made orally or by letter correspondence often leads to misunderstanding and difficulty. (P. S. Act, section 87 and form of agreement.)

NOTE.—Every school register contains two copies of a form of agreement, one for the teacher and one for the Board. Additional copies may be obtained on application to the Department.

Duties of teachers and Inspectors. The payments of the Grants; other matters directly affecting the teacher, trustees and school. (P. S. Act, sections 6, 7, 8, 9, 82, 84, 85, 86, 87, 88, 101, 116; and Instructions 12 and 13.)

The calling and conducting of school meetings and the consideration of matters incidental thereto, such as the duties of auditors, appeals to Inspectors, etc. (P. S. Act, sections 49-54, 59, 63, 66, 72, 75-81.)

Non-resident pupils and the charging of fees. (P. S. Act, sections 70, 71.)

Penalties and prohibitions regarding the buying and selling of text-books and school supplies. (Department of Education Act, section 28; P. S. Act, section 113.)

Ontario Public Health Act and Regulations, so far as they pertain to teachers, pupils, and the school.

Special Methodology

18. The object of the courses in Special Methodology is to prepare the teacher-in-training for teaching in Forms I-IV of the Schools, by enabling him to apply the Science of Education and, in particular, to adapt to the work in each subject the principles of General Method.

The course embraces the following topics:

(1) An introductory general survey of the Public and Separate School course of study for Forms I-IV with a view to understanding its purpose as a whole, the special object of each subject, and the correlation of the different subjects among themselves. This is a matter of prime importance.

(2) A systematic review of the subject matter of the Public School text-books; special methods of instruction with type lessons and other illustrations of the most important topics, including those detailed under each head below, so that the teacher may know how to use each text-book. The work in the special methodology of each subject should be introduced by a few lessons of a general character, embracing the application of the principles of general method to the teaching of the subject.

Note.—Manuals of method in the subjects of the Public School courses are being prepared. Nearly all have been already published, including a manual for teaching English to French-speaking pupils.

(3) In the Ottawa and Sturgeon Falls Summer Professional Courses for teachers of English-French Schools, the special methodology of teaching English to French-speaking pupils is provided for under Oral and Written Composition below. For the methodology of French Reading and Grammar, no special provision is necessary; notwithstanding the differences in the content of English and French Reading and Grammar, the methodology of the former may easily be adapted to the latter by the teacher himself. In the case of Grammar, however, elementary French etymology should be taken up in the language lessons of Form II on account of the numerous inflections which must be assimilated in order that the pupil may be able to write and spell even simple sentences at an early stage.

Oral and Written Composition

(1) The special object of the course in Oral and Written Composition is to prepare the teacher-in-training to train his pupils to speak and to write good English as a fixed unconscious habit, and to think clearly and logically as a basis for clear and logical expression.

The course embraces the following topics:

Oral and written composition: Their relation; the purposes served by each; correction of common errors of speech and of written answers; discussion and exemplification of topics suitable for each Form, with reasons for selection; suggestions as to sources of material; methods of dealing with oral and written compositions; how, and when to teach the sentence, the paragraph and the use of capitals, punctuation marks, etc.; story telling and its value; letter writing; special stress to be laid on oral composition for Junior classes; grammar in its relation to the oral and written composition of Forms III and IV.

The following special methodology of teaching English to French-speaking pupils of Form I should be discussed and illustrated in connection with the manual:

The Natural, or Direct method: The establishment of the same direct association between experience and expression as exists in the use of the mother tongue—in associating in the mind the impression or idea directly with the English word, and, in the process, the successive use of the eye, ear, and voice—showing, expressing, and having the pupils repeat. The object of the method is to give the pupils the command of the language as a means of oral and written self-expression.

If the natural method is properly applied the mother-tongue will be required only to clear up a difficulty or to prevent a loss of time, and, in that case, its use should be confined to explanations which are absolutely necessary.

The value of Nursery Rhymes and Memory Gems as a means of acquiring a good pronunciation and of developing the sense of rhythm.

The pupil to understand clearly the meaning of everything he says, and never to be asked to write or memorize anything that he does not understand clearly, and that he cannot say correctly.

NOTE.—The classes in the First and Second courses in the methodology of teaching English to French-speaking pupils might for a time be taken together; and, for the class work two hours might be taken from the time allotted in Reg. 10 above to Language and Composition, with four additional hours from the rest of the time available.

Reading

(2) The special object of the course in Reading is to prepare the teacher-in-training to train his pupils to find for themselves the writer's thoughts and feelings, and to communicate them to the listener so that he may appreciate them.

The course embraces the following topics:

The primary and advanced stages of reading; how to start a class of beginners; the sentence, word, phonic, and combination methods; the planning of lessons for each Form; common faults on the part of both pupil and teacher and how to correct them; criticism by teachers and pupils; the use of supplementary readers and supplementary reading.

Spelling

(3) The special object of the course in Spelling is to prepare the teacher-in-training to enable his pupils to use the recognized forms in the mechanism of written word-expression.

The course embraces the following topics:

The importance and value of spelling to the pupil; relation to phonics; aural and visual types; when to be introduced; difficulties and how to overcome them; transcription and dictation; rewriting; grouping of words; testing and checking; devices for correction.

Literature

(4) The special object of the course in Literature is to prepare the teacher-in-training to create in his pupils a taste for good literature, and to provide them with an ennobling means of enjoying their leisure, while broadening their knowledge, moulding their characters, and aiding them to appreciate the beauty and power of artistic expression of thought and feeling.

The course embraces the following topics:

An investigation of the previous reading of the teachers-in-training; qualities of literature that appeal to children of different ages; scope and purpose of literature in each Form, illustrated by taking up a poetry and a prose selection from each reader; the place and value of memory work; the use of the dictionary; supplementary readings; lesson procedure; preparation by teacher and by pupils; special value of memorization and of oral reading after preliminary study.

NOTE.—Books suitable for supplementary reading may be found in the Catalogue of Books recommended in 1915 for Public and Separate School Libraries. This catalogue may be obtained on application to the Deputy Minister.

Grammar

(5) The special object of the course in Grammar is to prepare the teacher-in-training to secure precision of expression on the part of the pupils, to train them in habits of logical analysis, and to give them a basis for self-criticism in language by developing the principles of language structure.

The course embraces the following topics:

The relation of language and composition to grammar; the reasons for deferring the introduction of formal grammar to Form IV; the order of developing the subject; the inductive-deductive method illustrated by a few lessons on various topics; method of dealing with analysis and parsing in the class; rules of syntax, their value, treatment of false syntax.

History

(6) The special object of the course in History is to prepare the teacher-in-training to arouse in his pupils an interest in historical characters and events, to give them a knowledge of their civil rights and duties, and to stimulate a love of high ideals.

The course embraces the following topics:

What makes an event important; work suitable for the primary, intermediate, and advanced stages; the value of biography and local history, illustrations; how to use the reader for Form III and the text book for Form IV; devices in teaching for each Form; supplementary reading; our Flag, its history and significance; the causes and significance of the present European War.

Geography

(7) The special object of the course in Geography is to prepare the teacher-in-training to extend the pupils' knowledge of the earth and its relation to life thereon and to assist them in interpreting and utilizing their environment in accordance with their needs.

The course embraces the following topics:

The scope of geography; the observational phase of geography; use of globe and maps; how to employ the knowledge gained in the study of local Geography to interpret the facts of Geography in general; dependence of commerce and local industries upon soil, climate, and other physical conditions; study of a continent, of a country; how to use and to draw maps; work outside of school; excursions; how to use the Geography Reader for Form III.

Nature Study

(8) The special object of the course in Nature Study is to enable the teacher-in-training to train his pupils to observe and interpret independently the phenomena of the world around them, and thus to broaden and deepen their sympathies with nature.

The course embraces the following topics:

The relation of nature study to agriculture; special characteristics of a typical nature study lesson; a general discussion of the work suitable for each form and each season; uses and limitations of books, pictures, collections, etc.

NOTE.—Owing to the time of the year and the shortness of the session, not much can be done in this subject, but the pupils should be directed how to carry on the work of the different Forms. Excursions should be made on Saturday afternoons.

Arithmetic

(9) The special object of the course in Arithmetic is to enable the teacher-in-training to train his pupils to acquire facility, accuracy, and promptness in the use of abstract numbers as applied to the problems of everyday life, and to reason correctly as the result of the logical processes required in Arithmetical calculation.

The course embraces the following topics:

Importance of arithmetic to the life of every child; an outline of the work for each Form; method of each important operation; drill, problems, oral and supplementary work; particular attention to primary number combinations, the four simple rules, fractions, tables; importance of accuracy, neatness, and speed, and how to attain them; the use of the prescribed apparatus; the chief attention to be paid to the methodology of the work in Forms I, II, and III.

Writing

(10) The special object of the course in Writing is to enable the teacher-in-training to record his thoughts and feelings rapidly and legibly so that they may be read with the least possible effort, and to make him familiar with the best means of securing the same results with his pupils.

The course embraces the following topics:

Penholding; position at desk; position of paper; various movement exercises; formation of the small and capital letters and the figures; practice on paper and on the black-board; importance of good writing in all school exercises.

NOTE.—Owing to the shortness of the session, not much more can be done in class in this subject than to direct the teacher-in-training how to use for his own and his pupils' instruction the books prescribed for the course. The teacher-in-training will be expected to hand in from time to time during the session exercises for the teacher's criticism. The writing in the schools is so generally defective that these exercises must be insisted on.

Art

(11) The special object of the course in Art is to give the teacher-in-training such a knowledge of the subject, such a training of his aesthetic nature, and such facility in the use of Art as a means of expression as will enable him to develop like tastes and powers in his pupils.

The course embraces the following topics:

The representation of common objects; grouping of objects, grasses, flowers and trees, illustration of games, stories, etc.; black-board drawing; map drawing. All work should be freehand, and should aim at free expression rather than minute detail.

The course is to be taken up with pencil and colours, and the materials used by the teacher-in-training should be confined to those procurable by the pupils of an ordinary school, as follows:

1. Long paint box, containing blue, red, yellow, and black, 25 cents.
2. Drawing pencil B, BB, or 3B; according to make, 10 or 5 cents. The ordinary school pencil is the only other lead-pencil required.
3. Soft charcoal; a box containing 50 sticks, 15 cents.
4. Coloured crayons (crayograph or crayola); a box, 10 cents.

Each teacher-in-training shall come provided with the foregoing outfit, which may be obtained from The Geo. M. Hendry Co., Toronto, or from a local dealer.

NOTES: 1.—Owing to the shortness of the session, not much more can be done in class in this subject than to direct the teacher-in-training how to carry on his own studies and the pupils' work in the different Forms.

2.—The Public School Manual in Drawing will be ready before the close of 1916. The Prang Art Text-books, which may be used in the meantime, are planned by the authors for use by the pupils, but they must not be so used in Ontario. A careful study, however, of the lessons in these books, together with the working out of the different exercises by the teachers-in-training, will be found to be very beneficial. There are seven books in all of the series; the first three outline many conversational lessons intended to cultivate observation in the case of young children, and, in all the books, the illustrations show the teacher how to express similar ideas in a similar way; they shall not be used for copying. The teacher should use the materials at hand and in season for his lessons, with the books as a guide in his own work.

Vocal Music

(12) The special object of the course in Vocal Music is to enable the teacher-in-training to cultivate in his pupils a taste for good music, to provide an ennobling means of emotional self-expression, and to afford an agreeable change in the routine of school work and the occupations of daily life.

When practicable the study of Rote Songs adapted to the lower Forms should be taken up as often as possible. This should begin with the simpler elements of time and tune, proceeding to more advanced work.

NOTE.—Copies of *The Educational Music Course* have been supplied to each of the Summer Schools and should be used systematically in the classes.

Hygiene

(13) The special object of the course in Hygiene is to provide the teacher-in-training with the knowledge requisite for the maintenance of the health of both himself and his pupils, and to qualify him for supervising the sanitary conditions of the school and its surroundings.

The course includes general instructions for the detection of the existence of common communicable diseases, to enable the teacher to comply with the provisions of *The Ontario Public Health Act and Regulations;* modes of preventing the spread of these diseases.

The rest of the course should consist of general directions, how to take up the subject in Forms I and II, and how to use the Reader for Form III and the text-book for Form IV.

Physical Culture

(14) The special object of the course in Physical Culture is to enable the teacher-in-training to make proper provision for the physical training of his pupils. With Hygiene (school and personal) as a basis it prescribes and directs rational forms of exercises for the attainment and maintenance of health, the development of a symmetrical body, and the formation of habits of grace and ease in muscular movements.

As much practice as possible should be given in the exercises mentioned above, at the Summer Model School. Part of the recess period might, with advantage, be used for this purpose. Each teacher is required to put into practice in his school the course in *The Syllabus of Physical Exercises for Public Elementary Schools* as prescribed in the Public and Separate School Regulations.

Manners

(15) The object of the course in Manners is to enable teachers to train their pupils in those social rules of conduct that are the outgrowth of regard for the feelings and convenience of others.

Especial care shall be taken that, while in attendance, the teachers-in-training shall observe the rules of courtesy and social etiquette.

SECOND PROFESSIONAL COURSE

Preliminary

19. (1) Before taking up the Second Professional Course at a Summer Model School the student is expected to have made himself familiar with the text-books prescribed in Regulation 9, p. 8, and especially with the Public School Manuals and the Ontario Normal School Manuals on the Science of Education and School Organization and Management.

(2) The Second Professional Course includes a review of the subjects of the First Professional Course, and should also be used as a guide by the teacher in his preliminary work.

Science of Education

20. *Aim of Education*: Examination of the chief current definitions of Education; relation of aim to procedure in Education.

The course, which shall be as practical as possible, embraces the following topics:

Education: Nature of education; significance of experience; the learning process; function of the instructor; the school curriculum; educational institutions, school, church, home, vocation, etc.

General Method: Analysis of the learning process; the lesson problem; learning as a selecting activity; the need of preparation; learning as a relating activity; the application of knowledge; forms of presentation; classification of knowledge; lesson types; developing lesson types; the study lesson; the recitation lesson; the drill lesson; the review lesson; the art of questioning.

Educational Psychology: Nature of consciousness; mind, and body; instinct, curiosity, imitation, play; habit; attention; the feeling of interest; sense-perception; memory; apperception; imagination; thinking, conception; judgment, reasoning.

Child Study: Periods of development, characteristics of each period.

NOTE.—The foregoing course should be taken up in a simple manner with directions by the teacher of the subject as to the sections in the manuals that are of most importance to the teacher-in-training at this stage.

School Organization and Management

21. *Meaning and aims of School Management*: Aims and scope of organization; the end of good management; relation of management to the teaching process.

The Recitation: Its relation to management.

The Child: Importance of the child; the care of the child.

The Teacher: Qualifications and characteristics of the teacher; chief duties in relation to the child.

The Modern School: The building; the class rooms; the playground; the equipment; the relation of teacher and pupils, of school and home, of the school to the community.

Organization: The aim and scope of organization; the grading and the classification of pupils; the promotion of pupils.

The First Day in School: The teacher's work and attitude on the first day in school.

The Time-Table: Its purpose; principles involved in its construction; typical time-tables.

Records and Reports: Value of records; methods of keeping registers; forms of reports.

Discipline: The scope of discipline; its relation to methods of teaching; mechanized daily routine; incentives; methods of dealing with weaknesses and offences, penalties.

Problems and Results: Tests of attainments; tests of mentality; results of good management.

School Law and Regulations: The Ontario School Law and Regulations in so far as they deal with the duties and obligations of teachers and pupils.

NOTE.—The following should be emphasized:—

The importance of signing the name correctly and the Christian name in full and of specifying, in the case of females, whether Miss or Mrs.

The necessity of making all agreements clear and conclusive. They should be contracts as provided by the statute. To substitute for the contract an agreement made orally or by letter correspondence often leads to misunderstanding and difficulty. (P. S. Act, section 87 and form of agreement.)

NOTE.—Every school register contains two copies of a form of agreement, one for the teacher and one for the Board. Additional copies may be obtained on application to the Department.

Duties of teachers and Inspectors. The payments of the Grants and of other matters directly affecting the teacher, trustees and school. (P. S. Act, sections 6, 7, 8, 9, 82, 84, 85, 86, 87, 88, 101, 116; and Instructions 12 and 13.)

The calling and conducting of school meetings and the consideration of matters incidental thereto, such as the duties of auditors, appeals to Inspectors, etc. (P. S. Act, sections 49-54, 59, 63, 66, 72, 75-81.)

Non-resident pupils and the charging of fees. (P. S. Act, sections 70, 71.)

Penalties and prohibitions regarding the buying and selling of text-books and school supplies. (Department of Education Act, section 28; P. S. Act, section 113.)

Ontario Public Health Act and Regulations, so far as they pertain to teachers, pupils, and the school.

Special Methodology

22. The definition of the object of the special courses in Methodology and of the special object of each subject in the First Course and the directions already given for attaining these objects apply to the Second Course as well.

Oral and Written Composition

(1) *Oral and Written Composition*: Their relation; how habits of speaking and writing good English are formed; the effect of the teacher's example upon the pupil's language; importance of libraries for supplementary reading; influences opposed to good usage; incidental work in language training; expression as a stage in the development of every lesson; necessity for special exercises in oral and written composition; grammar as related to the oral and written composition of Forms III and IV.

Methods in Oral and Written Composition: Methods of encouraging the pupil's free natural expression and of extending his vocabulary through oral exercises; principles governing criticism of oral work; the dangers connected therewith and the means of avoiding them; value of formal linguistic exercises; the relation of a knowledge of grammatical rules to the development of correct forms of speech; method of correcting common errors; relative value of pupil's own language and of special exercises in false syntax as material for criticism; the principles to be kept in view in conducting exercises in written composition; supervision and aid during writing; value of topical outlines; the place of home-work in written compositions; methods of correcting compositions; value of re-writing.

The course in the methodology of teaching English to French-speaking pupils as set forth in the First Professional Course, reviewed and extended.

Materials for Written and Oral Composition: Principles governing choice of topics; gathering, selecting, and arranging material; class answers as material for oral composition; importance of framing questions that will require answers of considerable length; the reproduction of fairy and folk stories, fables, poems, biographies; relative value of reading and telling stories; transition from reproduction to originality; descriptions of personal experiences, real and imaginary, pictures suggestive of stories, school games; autobiographies of familiar things; developing themes from minor incidents, themes connected with school studies, general themes; letter writing, with special attention to form and style; invitations and replies thereto: bills, receipts, promissory notes, etc.

Reading

(2) *Scope of Reading*: The importance of training in reading and in the principles of vocal expression to the pupil's ordinary speech and general culture; the limitations of the pupil's ability to interpret words; his previous preparation.

Methods in Reading: The word, sentence, phonic, and combination methods; devices for securing rapid word recognition and for fixing attention on the thought, as well as upon the word forms in the earlier stages; means of securing natural expressive reading; the place and limitations of imitative reading; common faults on the part of both pupil and teacher and how to correct them; criticism by teacher and by pupils; change in purpose and methods of reading as determined by the development of the pupil's experience and powers; methods of developing in pupils the habit of reading for thought and for pleasure; reading as a means of creating and fostering a taste for good literature.

Forms of Reading: The function and value of silent reading, sight reading, dramatic reading, elocution, declamation.

Spelling

(3) *Scope of Spelling*: Its correlation with other subjects; causes of the difficulties experienced by pupils in learning to spell; causes of incorrect spelling.

Methods in Spelling: Necessity for teaching, not merely testing spelling; phonic exercises and word-building in relation to spelling; syllabication: the place of transcription and dictation; methods of checking and correcting errors: value of re-writing; prevention *versus* correction; the character of drill and review exercises in spelling; methods of varying the spelling recitation; value of rules in spelling.

Materials for Spelling: Principles of selection of material for spelling; grouping of words for the purpose of spelling; incidental spelling; uses of the dictionary and of the spelling-book.

Literature

(4) *Selection of Subject-matter for Literature Lessons*: Qualities of literature that appeal to children of different ages; basis of selection of material for different grades; list of suitable nursery rhymes, fairy tales, fables, nature stories, etc., adapted to children of lower grades and of works for pupils in the highest grades; complete wholes *versus* extracts.

Methods in Literature: The application of the general principles of method to the teaching of literature; methods of dealing with primary literature; comparison of values of reading and telling; method in supplementary reading contrasted with that in exact study; the importance and method of memorizing selections; the value of oral reading in the interpretation and appreciation of literature; the importance of the teacher's own ability to read well.

Lesson Procedure: Preparation of the pupils; necessity for preparing a suitable mood for lesson; how far the author's biography has a place here; preliminary reading of the selection; the main thought of the lesson grasped in a more or less indefinite way through a reading of it; the analysis of a selection into its wider thought-elements and the analysis of these again into their elements; the place of

explanation of words and phrases; the use of the dictionary; the relation of the subordinate thoughts to the unity of the whole, the main thought of the selection as made definite by the analysis; the oral reading of the selection by pupils after study; the value of oral and written reproduction and of memorization; suitable seat work.

Examinations in Literature: Difficulties of examining in literature; specimen examination questions.

Teacher's Preparation: Special importance of the teacher's own qualifications; private reading-courses for teachers; suggestions for their future reading.

School Library: Principles to be kept in view in selecting works for the school library; methods of making use of the school library; means of securing the co-operation of the home in the pupil's reading.

Grammar

(5) Meaning of grammar; the relation of grammar to speech, correlation with other subjects; reasons for deferring the formal study till Form IV.

The sentence as the starting point; basal value of function; order and method of teaching the parts of speech; principles of classification as applied to grammar; inflection, use and value of our remaining inflections; rules of syntax, their value; use of grammatical terminology; definitions, their value; how to be obtained, how to be applied; analysis and parsing, aim and value of each; value of diagrams; oral and written exercises; treatment of false syntax; its relation to composition.

History

(6) *Scope of History*: The correlation of history with other subjects, especially geography; the special value of Canadian and of British history; the proper perspective in the development of the subjects; parts enlarged in the academic review; what makes an event important.

Methods in History: The recitation, its form and purposes; oral teaching and black-board work by teacher, and of written exercises at seat and at black-board by pupils; oral and written work; the use of pictures, maps, etc.; of the readers and the text-books; relation of method to the personality of the teacher and his knowledge of the subject; special importance of preparation of lesson by teacher owing to mass of detail; errors to be avoided.

The selection and arrangement of material suitable for different grades, the place and purpose of local history and the history of the aborigines and pioneers.

Biography: The natural attractiveness of biography; the relation of biography to history; the use of a study of biography in the development of character; selection of suitable biographies for pupils of different grades, as the lives of explorers, navigators, and soldiers for primary grades; of statesmen, poets, scientists, etc., as representing more complex conditions, for pupils of higher grades.

Epochs: Their relation to biography; systematic chronological study of history and its value and dangers; the causal sequence of events.

Civics: Ends to be kept in view in teaching civics; consideration of work to be undertaken in civics; study of civic institutions as appearing in their lowest forms among primitive peoples; the beginnings of governments, of courts, of school systems, of factories, of means of transportation, etc., study of present forms of civic institutions.

Supplementary Material: The use of mythology, ballads, orations, epics, legends, tales of chivalry, narrative poems, and historical novels; character of history readers and of supplementary works for the different grades, significance and value of our Flag. The causes and significance of the present European War.

Geography

(7) *Scope of Geography*: Its relation to other subjects, especially to nature study, history, and elementary science.

The review of the course should lay special emphasis on the study of the earth's surface and the changes wrought thereon by the various agencies, rock formation and soils, distribution of mineral products, plant and animal life, the earth's relation to other heavenly bodies, weather and climate, man's relation to the rest of the world; commercial and political geography.

Methods in Geography: The order of development of the subject in rural and urban schools; the use of maps, globes, pictures, black-board drawings, natural objects, specimens of products, stereoscopic views; sand-table; scrap-book; modelling, map drawing, scales and projections; weather observations and records, simple experiments in explanation of natural phenomena; excursions in connection with the observations in local geography; the use of the reference library, books of travel, geography readers, etc., common mistakes in teaching geography and means of avoiding them; special importance of the preparation of the lesson by the teacher owing to the mass of details.

Nature Study

(8) *Character and Scope of Nature Study*: Its relation to formal science; its correlation with other subjects.

Materials for Nature Study: Conditions determining the choice of material for nature study lessons for pupils of different grades, and for varying conditions in rural and urban schools; uses and limitations of books, pictures, models, collections, etc.; supplementary materials such as stories, literature, etc.

Methods in Nature Study: Nature Study as a method; special characteristics of a typical nature study lesson; directions for conducting school excursions; the study of special typical topics dealing with materials of nature study and illustrating methods of presentation in all grades of the public and separate schools.

Arithmetic

(9) *Scope of Arithmetic*: Its relation to the other subjects of the Syllabus; importance of its practical aspects as related to the lives of the pupils; danger of over-estimating its value; the various steps involved in the development of the number idea; the unit, its nature and use; the necessity for standard units; number, a ratio.

Methods in Arithmetic: Analysis and synthesis, induction and deduction, compared, illustrated, and applied; graphic methods; use of concrete material in making clear new processes and in verifying and interpreting operations performed; the use of the text-book and the prescribed apparatus; the importance of training in, and devices for securing neatness, accuracy, and speed in computation; the importance, place, and treatment of oral arithmetic; the value of problems; the essentials of proper solutions; solutions by full analysis, and by performing operations only; "unitary" method and method of direct measurement; grading of problems; interest in problems for which the pupils themselves furnish the material; black-board work; drill and examination work in arithmetic; checking written work in the class-rooms.

The various arithmetical operations and their applications, with special stress upon the requirements of teachers engaged in rural Public School work. The work to the end of Form III should receive most attention, even if this entails the omission of some of the topics under applied arithmetic. The course should include the following:—

Counting: Measuring with standard units; numbers 1 to 10, from 10 to 20, etc.; number pictures; notation and numeration; addition-tables, exercises, devices; subtraction by decomposition, by equal additions, and by complementary additions; multiplication, relation to other operations, tables, exercises, factors; division, short and long, factoring, cancellation, division by factors; measures and multiples.

Fractions: How and when to be introduced, different interpretations, notations, rules for operations deduced and applied; decimal fractions, correspondence of methods of numeration, notation, and operations with those of integers; recurring decimals.

Applied Arithmetic: Percentage, trade discount, commission, insurance, taxes, interest, discount, stocks, exchange; tables of weights and measures; the metric system; mensuration, including the areas of rectangles, triangles, parallelograms, and circles, and the volume of rectangular solids, cylinders, prisms, cones, and spheres; square root.

Writing

(10) *Methods of Writing*: Penholding; position at the desk; position of the paper; the proper formation of the small and the capital letters and the figures; various movement exercises; practice on paper and on the black-board.

Use of headlines and copybooks; use of blank paper; its ruling; value of transcription, dictation and composition in writing; use of the black-board to teach the correct form of each letter singly and in combination; how general and individual faults are corrected; the formation of a characteristic hand; how to deal with pupils having some physical disability.

Art

(11) *Scope of Art*: Art as a mode of expression and a means of aesthetic culture; its correlation with other subjects in the school course.

How to Use the Various Mediums: Charcoal, ink, coloured crayons, water colours, and pencil.

Plant Study, including the drawing of plants or any parts of plants in ink, charcoal, crayon, or pencil mass, and in water colours, pencil outline, and pencil values.

Tree Study in any medium.

Object Drawing: Simple familiar objects in charcoal, ink, or pencil mass.

The drawing with pencil of common spherical, cylindrical, and rectangular objects, illustrating the principles of freehand perspective.

Black-board Drawing: White and coloured crayons and charcoal.

Design: The repetition of simple units to form borders and surface patterns and the application of design to constructed objects so as to show good spacing.

Music

(12) *Tune*: Practice in singing, from the Tonic-Solfa modulator, the simpler intervals of the Major Scale in various keys.

Time: Practice in singing simple time exercises in two, three, four, and six pulse measure, containing continued tones and easy divisions of the beat.

Voice Culture: Practice in breath control and exercises calculated to promote correct habits of voice production in speaking and singing.

Songs: The study of Rote Songs adapted to the lower forms of Public Schools.

The study of songs learned by note, from the Tonic-Solfa, or Staff notation. This should commence with the simpler elements of time and tune, and proceed to more advanced grades, as may be found practicable in the time available for this purpose.

Hygiene

(13) General instructions for the detection of the existence of common communicable diseases, to enable the teacher to comply with the provisions of *The Ontario Public Health Act and Regulations;* modes of preventing the spread of these diseases.

Care of teeth, skin, eyes, and ears; relation of exercise to health; effects of alcohol and tobacco.

First aid in such cases as fainting, suffocation, drowning, hemorrhage, fractures and dislocations, venomous stings, poisoning, frost-bites, sunstroke and heat stroke, burns, bandaging.

Physical Culture

(14) The First Course continued and extended.

Manners

(15) The first course continued and extended.